

What are the keys to holding an effective interview that follows legal guidelines?

- Develop a consistent interview process for all applicants
- Put yourself in the applicant's place: What would you consider unfair or offensive? The applicant's perception of the process – whether it's fair – is important
- Be prepared and organized. Develop interview questions in advance – ask all candidates similar questions for a fair evaluation. Feel free to review the questions with HRS before the interview takes place

Reference Checking:

- References should be checked on candidates prior to inviting them to interview
- Call the references listed as well as some that are not on their reference sheet. (Before you call references not provided by applicant, please notify him/her first.)

Questions?

Call Human Resource Services
at 792-2269

Post Interview Suggestions

- Please keep applicants informed about the decision process. (HRS can help you with this. Just ask!)
- Extend an offer as soon as possible after a decision is made and background check has been completed, then notify other candidates
- Keep a record of interviews for at least one year

Confidentiality

- Names of candidates, application materials, etc. should be made available only to those involved in the hiring process
- Discussion among the committee members is confidential and must remain so even after the position has been filled.



Conducting Legally Effective Interviews

Human Resource Services
Training Brochure

The goals of any hiring interview are to:

- Determine whether an applicant is suitable for the position
- Get enough relevant information to support a hiring decision
- Conduct the process in a way that's fair to the applicant
- Keep the process within legal guidelines



“A good search committee simply treats all candidates fairly and with respect.”

What are the best ways to stay within the law and obtain relevant information during the interview?

- Ensure all questions are job-related and non-discriminatory. Remind anyone involved with the interview process to avoid potentially discriminatory lines of questions, such as those related to a candidate's age, nationality, race, ethnicity, gender, marital status, religion, or political affiliation.
- During informal conversations (during lunch or dinner), avoid these topics as well
- Notes and other documentation follow the same guides as conversations: keep them business-related and away from topics covered under Title VII, ADEA, and ADA

What laws affect the interview?

- Title VII of the Civil Rights Act prohibits discrimination based on race, color, sex, religion or national origin
- The Age Discrimination in Employment Act (ADEA) makes it illegal to base decisions on an applicant's age
- The Americans with Disabilities Act (ADA) makes it illegal to base decisions on a person's physical or mental disability

Interview Questions to Avoid:

The EEOC guidelines, as well as federal and state laws, prohibit asking certain questions of job applicants. Below are some examples of questions to avoid:

- Age or date of birth
- Disabilities of any kind
- Applicant's race
- Date and type of military discharge
- Marital status
- Number of children and their ages
- Who will care for your kids while you are at work?
- Have you ever been arrested?
- Number of sick days taken last year

If you are unsure if a question is offensive or not, play it safe and refrain from asking it.